

Summary of Evidence: Submitting OPGES Quick Reference Card

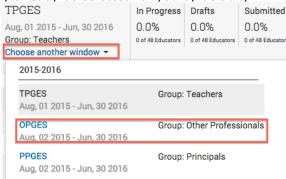
CIITS: Submitting Summary of Evidence for OPGES

For additional details on the summative evaluation process, please visit: http://education.ky.gov/teachers/PGES/TPGES/Pages/TPGES-Summative-Evaluation-Process.aspx

 Roll your cursor over Educator Development on the navigation bar and click Summary of Evidence Progress under Tools and Reports



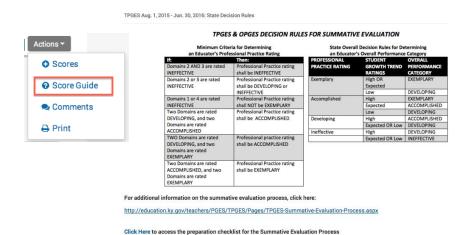
Click Choose another window and click OPGES (this window may already be selected for you by default)



3. Click on a Teacher's name to open the Summary of Evidence form

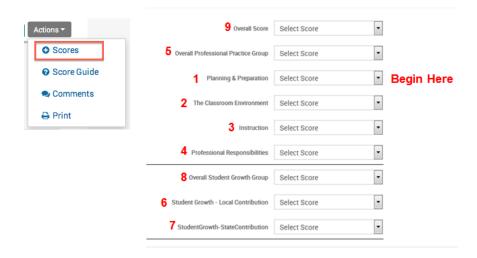


4. Use the **Actions** button to access the **Score Guide** to view the State Decision rules on assigning ratings



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5. Use the **Actions** button to access the **Scores** page where you can select domain scores, group scores, and an overall score. When you are finished entering the ratings, click the **Save** button

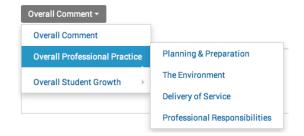


Note: It is important to note the order in which the items are listed. You may wish to **start with Planning & Preparation** to enter all domain ratings prior to entering the Overall Professional Practice (Group) rating. One would then enter local and state contribution rating prior to entering the Overall Student Growth (Group). The final rating one would enter is, Overall Score, the educator's overall performance category rating.

6. Use the **Actions** button to enter **Comments** (optional) for any of the ratings you entered.



7. Click the comment selector to choose which rating you would like to comment on. After you enter your comment, click **Save**



8. Use the **Actions** button and click **Submit Final** when you are ready to complete the summative evaluation. Once you Submit Final, the teacher will be able view the evaluation and you will no longer be able to make edits



9. Use the **Actions** button to **Print** the completed form if you would like to keep a paper copy

